

BRYAN GLOVER, RP

Personal Injury Paralegal

✉ bryan.glover@email.com

☎ (123) 456-7890

📍 Seattle, WA

WORK EXPERIENCE

Personal Injury Paralegal

Salis Law

📅 2013 - current

📍 Seattle, WA

- **Drafted 18+ types of legal documents**, including correspondence, depositions, pretrial forms, and legal briefs
- Conducted legal document research, ensuring completion of Service of Process, **acquiring 8 partner commendations for work quality**
- Managed file organization, ensuring 99% timely resolution of claims and causes of action
- Communicated with clients, managed concerns and expectations, provided updates on the progression of cases/claims, and received 96% positive client reviews
- Collaborated with the legal team, taking a leadership role in delegating assignments to 12+ assistants and secretaries

Personal Injury Paralegal

The Ottley Law Firm

📅 2010 - 2013

📍 Seattle, WA

- **Managed a full caseload comprised of 6 litigation and pre-litigation cases** while advocating on the clients' behalf
- **Improved the workflow of 18+ attorneys and staff** by providing instructions on virtual filing systems and scheduling software
- Analyzed and forecasted the potential outcomes for 58+ cases, participating in meetings with attorneys to develop strategies for handling claims/causes of action
- Facilitated cloud-based documentation and contract tracking systems

Paralegal

Figeroux Associates

📅 2004 - 2010

📍 Seattle, WA

- Crafted detailed attorney reports **using case specifications to develop 820+ motions**, legal arguments, and other case filings
- Developed cases using existing file databases and various resources to **expedite 70+ weekly cases**
- Collaborated on compliance and governance matters for international and domestic entities, including periodic filings

CAREER OBJECTIVE

Accomplished personal injury paralegal with 17+ years of experience. Seeking to expand my business network and work closely with an experienced and knowledgeable attorney at Simmons, Peter, & Roth to provide an extensive knowledge of the legal world and boost efficiency.

EDUCATION

Associate of Arts

Paralegal Studies

North Seattle College

📅 2002 - 2004

📍 Seattle, WA

SKILLS

- Detail-oriented
- Organization
- Bilingual (Spanish)
- Collaborative
- Multi-tasking
- Integrity

CERTIFICATIONS

- Registered Paralegal (RP)
- National Federation of Paralegal Associates